

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, December 8, 2011 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management:
 - A. Financial Report
 - B. Proposal to Remove Option 1 for 2013 Benefit Elections
 - C. Proposal to Remove Co-Pay for Preventative Medication (generic only)
5. General Fund Budget Amendments:
 - A. Election Commission
 - B. Correctional Work Center
 - C. Sheriff's Department/Jail
6. DEA Special Purpose Fund Budget Amendment
7. Federal Tax Compliance Policies and Procedures
8. Resolution Authorizing Issuance of General Obligation Note to Refund \$21 Million Capital Outlay Note
9. 2012-2013 Budget Calendar
10. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the November 10, 2011 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending November 30, 2011.
4. **Risk Management:**
 - A. The Risk Management Director will present the monthly Insurance Financial Report.
 - B. On December 8, the Insurance Committee will be presented with a proposal to remove Option 1 from the 2013 benefit elections. If the Insurance Committee votes in favor of the recommendation, it will be forwarded to the Budget Committee.
 - C. On December 8, the Insurance Committee will be presented with a proposal to remove the co-pay for preventative medication (generic only). If the Insurance Committee votes in favor of the recommendation, it will be forwarded to the Budget Committee.
5. **General Fund Budget Amendments:**
 - A. The Election Registrar will be requesting approval of the following budget amendment to provide additional funding for Postal Charges and Printing, Stationery & Forms. The increase to postal charges is to cover the cost of mailing voter registration cards to 160,000 voters. The request for the increase to Printing, Stationery & Forms is to cover the cost of printing 200,000 voter registration cards due to reapportionment. This additional cost was not included in the original budget request:

From: 101-39000 – Unassigned Fund Balance – \$81,000

To: 101-51500-348 – Postal Charges - \$71,000
101-51500-349 – Printing, Stationery & Forms - 10,000

- B. The Correctional Work Center Superintendent will be requesting approval of the following budget transfer to obtain maintenance agreements to cover repairs to various kitchen equipment. These agreements were not considered while preparing the budget:

From: 101-54220-399 – Other Contracted Services - \$ 4,500
To: 101-54220-334 – Maintenance Agreements - \$ 4,500

- C. The Sheriff's Department will be requesting approval of the following budget amendments to correct the amendment that was approved last month for the \$24,000 donation to purchase the K-9 dogs; to request a transfer of \$19,400 from detention to the Sheriff's Department budget to cover the costs of rentals for narcotics, storage and the horse barn; to recognize revenue from donations to be used for the Memorial Garden, Community Garden, Operation Integrity, K-9, and Shop with the Sheriff; and to recognize revenue from the sale of materials (bricks, coins and t-shirts) to be used for Other Contracted Services in the Sheriff's Department and Detention for the Memorial Garden and the Community Garden:

Decrease Revenue: 101-44570 – Contributions & Gifts - \$24,000
Decrease Expend.: 101-54110-399 – Other Contracted Svc. - \$24,000

Increase Revenue: 121-44570 – Special Purpose Fund
Contributions & Gifts - \$24,000
Increase Expend.: 121-54110-319 – Confidential Drug
Enforcement - \$24,000

From: 101-54210-399 – Jail/Other Contracted Svc. - \$19,400
To: 101-54110-351 – Sheriff's Dept./Rentals - \$19,400

Explanation of Agenda Items (cont'd)

Increase Revenue: 101-44570 – Contributions/Gifts - \$12,275

Increase Expend.: 101-54110-399 – Other Contracted Svc. - \$10,790
101-54110-499 – Other Supplies/Mat. - 725
101-54210-499 – Jail/Other Supplies &
Materials - 760

Increase Revenue: 101-44130 – Sale of Supplies/Materials - \$ 1,410

Increase Expend.: 101-54110-399 – Other Contracted Svc. - \$ 1,275
101-54210-499 – Jail/Other Supplies &
Materials - 135

6. The current fund balance being used in Fund 121, Special Purpose Fund, is Account 121-34725, Assigned for Public Safety. The auditors have advised that the fund balance needs to be restricted. The Finance Director will request approval of the following transfer to transfer the fund balance to Account 121-34525, Restricted for Public Safety:

From: 121-34725 – Assigned for Public Safety - \$204,129.82
To: 121-34525 – Restricted for Public Safety - \$204,129.82

7. The Finance Director will be requesting approval of Federal Tax Compliance Policies and Procedures for Rutherford County.
8. The Finance Director will be requesting approval of a Resolution authorizing the issuance of General Obligation Notes to Refund the \$21 Million Capital Outlay Note.
9. A proposed 2012-2013 Budget Calendar will be presented for approval.
10. Other Business